

FILING A CHAPTER 7 PETITION**STAPLED AND IN THIS ORDER:****VOLUNTARY PETITION PAGES**

Page 1 must be completed. Page 2 must be completed and contain signature of attorney. Exact signature(s) of debtor(s) on unsworn declaration, date of execution within 10 days of filing date. Below unsworn declaration, debtor(s)' signature and date as primarily consumer debtors, if applicable. Attorney's signature and date on Exhibit "B" at the bottom of page 2 of petition pages, if applicable. Check a box in Exhibit C section. If yes is checked, attach completed Form B1(Exhibit C). If pro se, must contain telephone number of debtor(s) or number where debtor(s) may be reached.

SUMMARY OF SCHEDULES**SCHEDULES A, B, C, D, E, F, G, H, I, and J****DECLARATION CONCERNING DEBTOR'S SCHEDULES**

Signature of debtor(s) and date of execution within 10 days of filing.

STATEMENT OF FINANCIAL AFFAIRS

Signature of debtor(s) and date of execution within 10 days of filing date.

STATEMENT OF INTENTION

The clerk's office will keep the original plus 2 copies of the above sets. Be certain to include additional sets for attorney.

FILED SEPARATELY (Not stapled to petition):**MATRIX**

See Local Rule 1007(d) for instructions. Clerk's office keeps original and 2 copies. Matrix must be accompanied by Verification signed by debtor(s). (Rule 1008 FRBP)

CLERK'S AFFIDAVIT (NOTICE TO INDIVIDUAL CONSUMER DEBTORS) (If applicable)

Signed by debtor(s) and date of execution. Clerk's office keeps original and 2 copies.

STATEMENT OF ATTORNEY'S COMPENSATION

Signed by attorney. Clerk's office keeps original plus 2 copies.

STATEMENT OF NON-ATTORNEY BANKRUPTCY PETITION PREPARER (if applicable) Clerk's office keeps original and 2 copies.

FILING FEE

\$155.00 plus \$30.00 Administration Fee and \$15.00 Trustee Surcharge. (Total \$200.00) Clerk's office does not accept checks from debtor. See LR 1006(c).

If all documents are not filed at the time the petition is filed, the Clerk's office will keep the original plus 2 copies at the time the documents are filed. Be certain to include additional copies for attorney.

AMENDED SCHEDULES OR AMENDMENTS TO SCHEDULES

Must be styled as pleading or have a cover sheet with style and case number. The amendment must be signed by the debtor(s), contain an unsworn declaration under penalty of perjury and date of execution must be within 10 days of filing date. If filing amended/amendment to Schedule D, E, or F, a \$20.00 filing fee per each is required if filed separately. If amendments are combined into one single pleading (with a cover sheet stating the Schedules to be amended), then a single fee of \$20.00 is required. The clerk's office will keep the original plus 2 copies.

AMENDMENTS TO MATRIX

See Local Rule 1007(d)(4). \$20.00 filing fee is required. The clerk's office will keep original and 2 copies. Must be accompanied by Verification signed by Debtor(s).

NOTE

Documents requiring the date of execution which must be filed within 10 days of that date should comply with Local Rule 1008 if filed more than 10 days after date of execution.

IF YOU HAVE QUESTIONS, PLEASE CALL THE BANKRUPTCY CLERK'S OFFICE AT 918-699-4000.